



2003 NASPO  
Cronin Club  
Gold Winner



## Procurement Services

### Weekly Information Newsletter

08/20/04

Volume 161

(You can go directly to the DAS Procurement web page by clicking on the DAS logo above!)



Save the Date!  
CT Shops 2004  
November 9, 2004!

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### Governor Rell's Task Force on Contracting Reform



***"We must restore confidence in the state contracting process. Contracts must be awarded to those who submit responsible bids through a process that is open, honest and fair. These are the principles we must set to operate state government with the highest standards of integrity and to guarantee the most efficient use of the taxpayers' dollars."***

**Governor M. Jodi Rell**  
**July 8, 2004**

On July 8, 2004, Governor M. Jodi Rell announced the formation of the Governor's Task Force on Contracting Reform. The Task Force is charged with reviewing and recommending improvements in the procedures used by the State of Connecticut to purchase goods and services.

Governor Rell named State Senator Don DeFronzo, (D-New Britain), chairman of the General Assembly's Government Administration and Elections Committee, and James Fleming, Commissioner of the Department of Public Works, co-chairs of the task force. The Task Force consists of seven Working Groups; 1) Ethics & Integrity, 2) Leasing & Property Transfer, 3) Consulting Procedures and Consulting Selection, 4) Investigation, Enforcement & Compliance, 5) Personal Service Agreements, 6) Property Management & 7) Procurement.

Our own Jim Passier, DAS Procurement Manager, serves as the Chair for the [Procurement Working Group](#). With an aggressive schedule in place, Jim and his group produced and submitted to the task force co-chairs, 5 recommendations for reforming the state contracting process to maximize openness, fairness and consistency. The initial goal of the task force is to consider the recommendations offered by the seven working groups and to integrate them into a final report for submission to Governor Rell by September 1, 2004.

You will be hearing much more about the Task Force on Contracting Reform here in WIN! For now, use the following link to get more information about this exciting process!

[Governor Rell's Task Force on Contracting Reform](#)

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### Contractor Prequalification Program

#### When is a Subcontractor not a Subcontractor?

The Contractor Prequalification Team would like to reiterate some of our answers to your most frequently asked questions. These questions and answers can also be found on our website: [http://www.das.state.ct.us/Business\\_Svs/PreQual/Prequal\\_FAQ.asp](http://www.das.state.ct.us/Business_Svs/PreQual/Prequal_FAQ.asp)



One of the most popular questions the Prequalification Team receives has to do with the prequalification of subcontractors and whether or not subcontractors need to be prequalified.

The Public Act states that the General Contractors on the project must be prequalified. Subcontractors who are hired by the General Contractor do not need to be prequalified. This also applies to a situation where there is a Construction Manager at Risk. The Construction Manager at Risk would have to be prequalified, but the subcontractors would not.

However, when the Construction Manager is acting as an advisor, the contractors that are traditionally thought of as being subcontractors must sign a contract directly with the awarding authority. In this case the contractors would have to be prequalified before they could be awarded a contract if the contract was for \$500,000 or more.

### Contractor Prequalification Hotline



Help with the Contractor Prequalification Program is just a phone call away! Contact the Contractor Prequalification Unit at **860-713-5280** if you have any questions or problems with any issue relating to the Contractor Prequalification Program.

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## CT Environmentally Preferable Purchasing



### In need of Back to School Supplies? We have BINDERS, Do You?



No matter how we try to limit them, Procurement Services still ends up with stacks of perfectly good, only used once, **loose-leaf binders**. Right now we have about three-dozen binders ranging from sizes 1 to 4 inches and, with school about to start, we can't help but think that someone may be able to put these to good use. If you're interested in taking the whole lot, please call or e-mail the EPP program at the numbers listed below.

### Honda Civic Hybrid Is Now Available On State Contract

The new contract for various vehicles includes the Gasoline-Hybrid Honda Civic. If you're looking for Model Year 2004, you'll have to move fast because orders need to be in by August 30<sup>th</sup>. Model Year 2005 vehicles are also available through this contract. The following link will take you to the DAS Contract for **Purchase of 2005 Model Year Various Vehicles - Passenger Cars and Trucks or Current Production Model Year:**



[http://www.das.state.ct.us/Contracts/004\\_0104.pdf](http://www.das.state.ct.us/Contracts/004_0104.pdf).

CT DAS state contracts offer a number of environmentally preferable products and services. For more information on how you can purchase or use environmentally preferable products and services where you live and work, you may contact CT EPP at [Barbara.moser@po.state.ct.us](mailto:Barbara.moser@po.state.ct.us) or call at (860) 713-5081.

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# Security and Safety Tips for Students!

Attention parents and guardians! In just a few weeks kids will be "Back to School". Before you send your children back to the classroom, take the time to review important "do's and don'ts". **Securitas Security Services**, one of the vendors on the **Security Guard Services Contract [00PSX0001](#)**, has sent in the following safety tips to share with our WINners. School Safety Tips for Students begins this 3 part series. Watch the next two issues of WIN for "Guidelines for Parents" and "Safety Tips for Students Who Are Away at School or College."



## "School Safety Tips for Students"

While a number of things certainly differ from grammar school to high school to college, most of the following apply to students of all ages:

- If you walk to or from school, walk with confidence and pay attention to your surroundings, especially the traffic around you. Don't daydream!
- Don't walk alone. Use the "buddy system" and walk with one or more friends when you're outside.
- When walking outdoors, identify stores, telephones, well-lit locations and other potential areas of safety or refuge. Stay on well-lighted, busy streets and away from shrubs, dark doorways, and alleys where people can hide. Plan a safe route away from vacant lots, alleys, railroad tracks and construction sites. Take the long way if it is the safest way to go.
- Because it is better to be safe than sorry, tell the nearest teacher, police officer, or trustworthy adult if you feel uncomfortable or unsafe. Let them assist and advise you, even if you are not sure whether or not there is a genuine cause for alarm.
- If you go back to an empty house or apartment after school, lock the door behind you and don't let strangers in. Let your parents or guardians know when you've arrived home. Inform them where you'll be after school, whom you will be with, and when you plan to return home. If you will be late or if your plans change, inform them of this, too.
- If you get picked up from school, make sure you know who is supposed to drive you home. Never accept rides from strangers, even if the stranger knows your name or says that he or she knows your family.
- If you see a car following you, turn and walk in the other direction.
- Do not walk up to the car if someone asks for directions.
- Don't be fooled by someone asking you to help him or her find a dog or other "lost" animal.
- If you have to run, DROP THE BACKPACK and seek assistance!
- Know how to contact your parent or guardian in the event of an emergency. If you cannot reach your parent or guardian, contact another trusted family member such as a grandparent, aunt, or uncle, or a close family friend who has been selected by your parent or guardian as an alternate contact in case of an emergency.

## CT \$hops 2004 Updates



**CT Contract Vendors and Suppliers:**

**Did you hear?  
122 booths sold to date!**



**Don't miss out this year!** Take advantage of this great opportunity to be a part of CT \$hops 2004! **All Connecticut contract vendors, their suppliers, not for profit organizations and state agencies are invited to purchase booths at our overwhelmingly successful product show.** We encourage all CT contract vendors and suppliers to take this once a year opportunity to become a sponsor or reserve a booth(s) while there still is a great selection of prime booth spaces. Register today because booths are going fast!

**Use the following link to go directly to the CT \$hops web page to register your company and/or to find out more information about CT \$hops!**

[http://www.das.state.ct.us/CTShops/ctshops\\_exhibitors.asp](http://www.das.state.ct.us/CTShops/ctshops_exhibitors.asp)

If you don't find the information you need, contact Erin O'Neil or Beth Pancavage at (860) 657-3331 or email to [ct.shops@po.state.ct.us](mailto:ct.shops@po.state.ct.us)

### **Considering becoming a Sponsor for CT \$hops?**

**There are still a *few* sponsorship opportunities left for CT \$hops 2004.**

**Sign up now before they are gone!** Sponsorships offer exhibitors excellent marketing opportunities to maximize their exposure at CT \$HOPS and beyond. Select the program that is best for you! Use the following link to see what benefits you will receive as a Platinum, Gold, Silver and/or Partnership for CT \$hops 2004!



**Use the link below to find out all the benefits you, too, can receive by becoming a sponsor or partner!**

[http://www.das.state.ct.us/CTShops/ctshops\\_sponsor\\_info.asp](http://www.das.state.ct.us/CTShops/ctshops_sponsor_info.asp)

Questions? Call Beth Pancavage at 860) 657-3331 or email [ct.shops@po.state.ct.us](mailto:ct.shops@po.state.ct.us)



**TAKE A MINUTE**

**to**

**Register for CT \$hops 2004 Now!!!**

**Attention all State of Connecticut Agencies, Cities, Towns,  
Schools, Not-for-Profit Organizations and Private  
Institutions of Higher Education!**

**You are invited to attend: CT \$hops on November 9, 2004  
from 8:30 a.m. to 3:30 p.m.  
CT Expo Center in Hartford.**

Never been to CT \$hops? You don't know what you've been missing and you won't to miss CT \$hops 2004! CT \$hops is Connecticut's product show for all State of Connecticut contract vendors and suppliers. This is your chance to personally meet vendors and see the products and services they can offer to you at the great prices the state has negotiated.

The show is **free**, parking is **free** and did we mention that lunch is **free**? Wow! Anyone that pre-registers on our website will be get lunch at no charge! Unfortunately, we cannot offer the same for those that register on the day of the show. So, come on! What are you waiting for? It only takes a minute! **Register now!**



Use the following link [http://www.das.state.ct.us/CTShops/ctshops\\_attendee\\_info.asp](http://www.das.state.ct.us/CTShops/ctshops_attendee_info.asp) to access the CT \$hops 2004 webpage for more information and to register to attend!

**Is there a particular contract vendor that you would like to see at CT \$hops 2004?** If so, be sure to let them know that the best booth locations are still available and they should sign up right away.

If you don't find the information you need, contact Erin O'Neil or Beth Pancavage at (860) 657-3331 or email to [ct.shops@po.state.ct.us](mailto:ct.shops@po.state.ct.us)

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## ePartners

### Signs, Signs, Everywhere Signs!



Need traffic signs? We can help! A contract was recently awarded for fabricated extruded aluminum signs for the Department of Transportation and we are happy to announce that it is extended to Political Subdivisions.

You too can take advantage of the top quality products that DOT uses for their traffic signs. Because of DOT's large volume requirements, you can also take advantage of their great contract prices! The contract document contains complete product specifications, including reflective sheeting color choices.

Contract prices are based on a per-square foot charge and deliveries are made no later than 30 days after receipt of order.

Take a look at the contract for Fabricated Extruded Aluminum Signs, [04PSX0149](#) and see how much you can save on signs, signs, everywhere signs!



The ePartners program services Connecticut municipalities, schools and not-for-profit organizations by offering products and services to save time and money. For more information about ePartners check out the webpage that was made just for you...our ePartners!

<http://www.das.state.ct.us/Purchase/ePartners/epartners.asp>

Questions, comments, suggestions? Send them to [ePartners@po.state.ct.us](mailto:ePartners@po.state.ct.us) or call Maureen Friedman 860/713-5069.



### Bid Notice Postings

To view the entire DAS bid notice listing, click on the following hyperlink to go to our web page. [DAS Bid Notices](#)

## Contract Information:

### DAS Contracts

The following is a listing of contracts issued during the week of 08/16/04

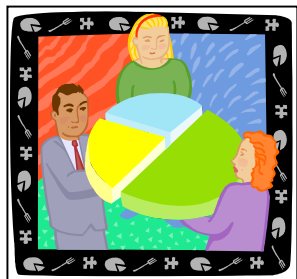
Contract #	Contract Name	For:	Contract Term
<a href="#">04PSX0104</a>	Purchase of 2005 Model Year Various Vehicles - Passenger Cars and Trucks or Current Production Model Year	DPS/Division of Public Safety All Using State Agencies and Political Subdivisions of the State	Contact Vendor for Manufacturer Production Cut Off Date
<a href="#">04PSX0191</a>	Snow Removal Services for CT Mental Health Center	CT Mental Health Center	Notice Of No Award
<a href="#">04PSX0151</a>	BOOKS (Trade Books, Text & Technical Books, Medical Books, Paper Bound, Library Bound, University Press,	Department of Administrative Services for All Using State Agencies, Political Subdivisions and Not For Profit Organizations	August 18, 2004 through May 31, 2006

## Contracts Expiring

Did you know that our state contracts are reviewed one to three months prior to the actual expiration date? During this review process, the contract specialist examines the specifications and products/services included within each contract

### [Contract Search](#)

Click on the list of “Contracts Issued/**Expiring** In Last/Next 30/60/90/120 Days”. Choose the radio button marked “**Expiring** Contracts” and select the time frame. Then click “Get Contracts”. That’s all there is to it!



## “Certification Central”

### New Set-Aside Vendors!

Check this out! We have made it even easier for you to see which Connecticut vendors have recently become certified! Use the link we have provided to access the listing of **New Set-Aside Vendors Certified in last 7 Days**.

The link below lists the company name, contact information, product description and certification type of all the Connecticut small businesses that were certified during the **previous** week.

[http://www.das.state.ct.us/Purchase/ePartners/ep\\_whats\\_new.asp#Vendors](http://www.das.state.ct.us/Purchase/ePartners/ep_whats_new.asp#Vendors)

Questions regarding the Supplier Diversity Program can be directed Meg Yetishefsky, Supplier Diversity Manager, at [meg.yetishefsky@po.state.ct.us](mailto:meg.yetishefsky@po.state.ct.us) or 860/713-5228.



## Peppy’s Toolbox

Click on the “toolbox” on the left to help yourself to any of the helpful “tools” (electronic forms) that are available to you.



## Peppy's Points to Ponder...



Thanks to **Catherine Daly** of the Department of Administrative Services. She receives a **gold star**★ for sending in the week's "point to ponder!"

**"Shoot for the moon. Even if you miss,  
you'll land among the stars."**



*Les Brown (American band leader)*

**Come on WINners! Send them in! Thanks to all my loyal WINners for submitting all these great quotes. Keep them coming!** Please take a minute to send them to me at [peppy.procurement@po.state.ct.us](mailto:peppy.procurement@po.state.ct.us) and watch for them to appear in future issues of WIN.

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## Core-CT Information



### Transaction Budget Checking Now Available

Transaction budget checking is now available for agency users with security permission for this process.

Agencies are advised that they may resume budget checking individual documents on an as-needed basis. Ad-hoc budget checking is meant to be performed by agencies in those cases where a document may have been inadvertently skipped in the scheduled batch process, or for one reason or another was not available in time for a scheduled process.

As a reminder, budget checking for General Ledger, Accounts Receivable, Purchasing, and Accounts Payable transactions is scheduled to run each day at 10 a.m., noon, 2 p.m. and again overnight. Additionally, AP vouchers are budget checked at 9 a.m. and 3 p.m. We will continue to monitor the results of these scheduled processes and initiate additional budget checking jobs as needed.



### Adjust CFSR Balances Before Submitting to OPM

Based upon year-end clean up activities, the pre-encumbrance and encumbrance balances were NOT zeroed on the Commitment Control Ledger (KK Ledger) in time for the Budget Close. As explained in the Council of Fiscal Officers meeting held on August 5, 2004,

the pre-encumbrance and encumbrance balances were not used to compute the carry forward balances; however these pre-encumbrance and encumbrance balances will still remain on the system. These balances will be zeroed out after budget close as soon as possible. As agencies receive their CFSRs, the pre-encumbrance and encumbrance balances should be disregarded and zeroed out before submittal to OPM. A daily mail will be sent notifying agencies when all the 2004 pre-encumbrance and encumbrance balances have been cleaned up. A daily mail will also be sent communicating when all "stuck" PO's have been closed and validated. (Note: "Stuck" PO's refers to those that were 'stuck' due to the dynamic insert error problem and / or their! inability to successfully roll.)



## The WLA has been Restructured

We've heard your feedback! In an effort to make the Web-Based Learning Assistant (WLA) user-friendlier, we have updated the format to make the documents look more like Job Aids. Please note that you can now access the WLA to find the Job Aids that are also included on the Core-CT Website.

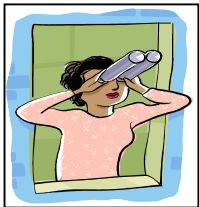
Please refer to the New and Updated FYE Web Learning Assistant items link at <http://www.core-ct.state.ct.us/financials/2004fye/Default.htm> to access a list of the documents that have been created and/or updated and the location of each document.

## August 23 User Group Meeting Cancelled



The August 23 User Group for Core-CT Financial Users has been canceled. For an updated list of the meetings scheduled in 2004, go to the first link on the page <http://www.core-ct.state.ct.us/financials/usergrp/index.htm>

## Looking for Catalog Items in Core-CT/PeopleSoft?



Use the following link to access the listing of the vendors, contract number and contract name that have been loaded into the **Core-CT** catalog.

[Core-CT Catalog](#)

## Getting Help Quickly And Easily



Click on the "Help" link below to access **ALL** the **Core-CT** help options that are available to you such as the Core-CT web site, current and past Daily Mail, help desk phone numbers, agency super users and more!

[Core-CT Help](#)

# Tech Talk with Ms. Bits n' Bytes



## Is Software Ownership the Same as Licensing?

What happens when you purchase a specific [software application](#)? And if you've purchased software, what is the license agreement for? Do you now own the software because you paid for it? \*

Simply put, no. Though you may have paid for the software, what you have actually done is licensed the application, essentially paying for the [rights](#) to use the software according to guidelines determined by the owner. The owner of the software remains the person or entity that holds the [copyright](#), giving them the sole legal authority power to sell, distribute, copy and/or change the content of the software. And unless the person or organization transfers ownership rights, the rights remain with the owner no matter how many times the owner legally distributes the software.



When a user either purchases software or freely [downloads](#) software from the Internet, the user is not buying the ownership rights to the software but a license to use the software according to the licensing agreement, or [EULA](#) (for **end user licensing agreement**). The EULA is a legal agreement between the two parties and is legally actionable if either party violates the terms of the agreement. While no two EULAs are exactly the same, a typical EULA, whether it comes in the boxed software from your local computer store or attached to an Internet download of an application, states that the person or organization licensing the software is granted permission to use the software and almost nothing else. This ensures that the software cannot be copied and sold by anyone, nor can the fundamental programming of the software be changed to alter the performance of the application. The licensing agreement also protects the end user from any legal liabilities incurred by the owner of the software's copyright. Typically, software that can be used by both individuals and organizations have different licensing agreements that cover different issues (e.g., the EULA for software being distributed to an enterprise will specify how many individual workstations the software can be deployed on).

It's a good idea to actually read all the way through the licensing agreements of software you buy or download. One way that [spyware](#) has been able to proliferate over the Internet is by individuals not paying attention to the licensing agreements that state that along with the intended software the program will also be installing spyware on your system.

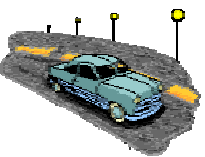
\*It should be noted that the software referred to herein is [proprietary](#) software, not [open source](#) software, which follows its own set of rules.

Thanks to Webopedia for this information.

Don't forget to write to me and let me know if you have a computer question, problem or perhaps just something you would be interested in learning about. You can email me at: [maureen.blackburn@po.state.ct.us](mailto:maureen.blackburn@po.state.ct.us)



Keep up to speed with what's happening in the



## Department of Information Technology



### Contracts & Purchasing Division Information



Need to contact someone at **DOIT**? Click here to link to the [DOIT Contact](#) Information page of their web site.

#### DOIT Bid/ Proposals

- Click on the following hyperlink [DOITBidPostingNotices](#) to jump to DOIT's Bid Posting Notices section of their web page.

#### DOIT Contract Awards

- Click on the following hyperlink [DOITContractAwards](#) to jump to DOIT's Contract Award section of their web page.

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### Contact Us

If you know someone who may be interested in receiving this newsletter, have him or her send an email with the following information:



**Name:**  
**Job Title:**  
**Agency/Organization Name:**  
**Mailing Address:**  
**City/State/Zip:**  
**Phone:**  
**Fax:**  
**Email:**

Email Teresa Dupont at [teresa.dupont@po.state.ct.us](mailto:teresa.dupont@po.state.ct.us) or fax it to her at 860-622-2940. Once she gets the information, they will be added to the "WINner" list! Likewise, if you do not wish to receive WIN, send us a note and your name will be removed. Questions? Call Teresa at 860-713-5073.

### Miss a Previous Issue of WIN?

Use the following link to jump to the DAS Newsletters web page, scroll down to Weekly Information Newsletters (WIN) and click on the issue you missed!

<http://www.das.state.ct.us/News/NewsLetters.htm>